


AREA 765	DIVISION Coastal	NUMBER 765-09-005
EVALUATED BY R. M. Granieri, Jr., #14254		DATE 09/28/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE		
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW  CAPT.		DATE 10/6/09
BY _____		EVALUATED YES		ACTION REQUIRED NO

I. GENERAL

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? REFER TO PAGE 14

c. How are individuals for special duty assignments selected? REFER TO PAGE 14

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? REFER TO PAGE 14

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED YES	ACTION REQUIRED NO	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? REFER TO PAGE 14

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

(2) Who is authorized to request assistance from vehicle theft coordinators? REFER TO PAGE 15

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☒ Yes ☐ No

(2) Goals attained?

☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? REFER TO PAGE 15

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? REFER TO PAGE 15

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided? REFER TO PAGE 15

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? REFER TO PAGE 15

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

(5) Are officers and supervisors proficient in locating and decoding VINs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented? REFER TO PAGE 15		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED YES	ACTION REQUIRED NO
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Officer M. Winter, #17483		
(1) How was he/she trained? REFER TO PAGE 15		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? Officer R. Erickson, #13555		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? REFER TO PAGE 16		
(1) Are VIN assignments/verifications done on an appointment basis?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY		EVALUATED YES	ACTION REQUIRED NO	CORRECTED	
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Approved stops list?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer M. Fernandez, Jr., #13943					
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is program time properly justified?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How much time is allotted? REFER TO PAGE 16					
(b) Is time sufficient to meet departmental objectives?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:					
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) School bus driver certification?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) School bus accident investigation?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) School bus reinspection?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) School bus routes and stops?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? REFER TO PAGE 16		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? REFER TO PAGE 16		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? REFER TO PAGE 16		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
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a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? Officer T. Lomenick, #17673		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? Sergeant R. Granieri, Jr., #14254		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? REFER TO PAGE 17

(a) Is the distribution of the keys according to policy? ☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer? ☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence? ☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(b) Is there a false ceiling? ☐ Yes ☒ No

(c) Are door hinges on the inside of the room? ☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room? ☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?) ☐ Yes ☒ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry? ☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day? ☒ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances? ☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents? ☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

a. Does the Area have an AI officer? ☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sergeant R. Granieri, Jr., #14254

c. How much time is allocated to the position? REFER TO PAGE 17

(1) Is time allocated sufficient? ☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description? ☒ Yes ☐ No

(1) Is it current? ☒ Yes ☐ No

(2) What are the officer's duties? REFER TO PAGE 17

e. Does the officer understand special reporting requirements? ☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position? ☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance? ☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor? ☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes? ☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they? ☒ Yes ☐ No

REFER TO PAGE 17

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant R. Granieri, Jr., #14254			
c. How much time is allocated to the position? REFER TO PAGE 17			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? REFER TO PAGE 17			
(3) What are the officer's duties? REFER TO PAGE 17			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program? <i>REFER TO PAGE 17</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? REFER TO PAGE 18			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? REFER TO PAGE 18			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

h. Has the Area seized any vehicles under AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a mis-screen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)? REFER TO PAGE 18		
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. SPECIALIZED VEHICLES	EVALUATED YES	ACTION REQUIRED NO
a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)? Sergeant R. Granieri, Jr., #14254		
(b) How much time is allocated? REFER TO PAGE 18		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised? REFER TO PAGE 18		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections? REFER TO PAGE 18		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings? REFER TO PAGE 18

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? REFER TO PAGE 18

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? REFER TO PAGE 19

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? REFER TO PAGE 19

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes ☐ No

(b) What impact on the Area workload do these inspections have? REFER TO PAGE 19

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)
PROGRAM

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

Destroy Previous Editions

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
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PROGRAM

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AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☒ Yes ☐ No

(1) Who supervises the officer? Sergeant R. Granieri, Jr., #14254

(2) Is sufficient time allocated for this program? ☒ Yes ☐ No

(3) Does the officer have a job description? ☒ Yes ☐ No

(a) Is it accurate? ☒ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☒ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☒ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? REFER TO PAGE 19

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? September 2009

d. How much time is allocated to this position? REFER TO PAGE 19

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? Part-time position, refer to page 19

c. Who supervises the officer? Sergeant R. Granieri, Jr., #14254

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? September 2009

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

g. What training has been provided to the officer? REFER TO PAGE 20

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? REFER TO PAGE 20

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No

s. What other duties or assignments does the training officer have? REFER TO PAGE 20

13. LIMITED DUTY

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? REFER TO PAGE 20

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☒ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?

☒ Yes ☐ No

14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

EVALUATED
YES

ACTION REQUIRED
NO

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☒ Yes ☐ No

b. Is the position full time or on an on-call basis?

☒ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☒ Yes ☐ No

d. What are the duties/responsibilities of the officer? REFER TO PAGE 21

e. Who supervises the officer? Sergeant A. Vaught, #13023

f. How does he/she account for his/her time? REFER TO PAGE 21

g. What is the selection criteria for the assignment? REFER TO PAGE 21

h. Has the Area member contributed to the success or mission of the team or task force?

☒ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☒ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☒ Yes ☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☒ No

(1) If so, is the contract being followed?

☐ Yes ☐ No

1. **General**

- a. Special duty position job descriptions are clearly defined in the Area Standard Operating Procedures (SOP). In 2009, a complete revision was done by Administrative Sergeant R. M. Granieri, Jr., #14254, who serves in the capacity of the Area Administrative Sergeant. Despite the size of the Area and the tremendous workload, several special duty positions have been combined to minimize the impact on field personnel and to ensure maximum efficiency. These include VIN/Tow Officer, Training/Weapons & Range /PAS/PEBT Officer, and Felony Follow-up/Asset Forfeiture Officer. Interviews for this inspection were conducted with the VIN/Tow Officer, School Bus/Ambulance/Farm Labor Officer, Evidence Officer, A/I Officer, Public Affairs Officer, Court Liaison Officer, Felony Follow-up/Asset Forfeiture Officer, and training/Range & Weapons Officer.
- b. Available special duty positions are briefed to Area personnel. Those interested are asked to submit a memorandum of interest. Interviews are conducted by the Administrative Sergeant and Administrative Lieutenant (A. L. Baxter, #13695).
- d. Special duty personnel are evaluated on job knowledge, performance, and interpersonal skills. There are currently three special duty officers who serve in the capacity of Officer-In-Charge (OIC) when the need arises. Although no written itineraries are provided, special duty personnel keep the Administrative Sergeant or OIC apprised of their schedules and when their positions necessitate them being away from the Area office.

2. **Vehicle Theft**

- a. While the Area's vehicle theft program is rather limited in scope, Area personnel still make every effort to locate stolen vehicles. Two of the local Division auto theft investigators assigned to VENCATT have provided training relative to auto theft at Area training days. The Area has posted a large map to track the recent vehicle thefts and recovery areas. Likewise, a 10851 tracking chart is posted in the office hallway with each

of the Area officers listed showing their recovery efforts. This is updated regularly by the VIN Officer.

- b. Division auto theft investigators work near the Area office in an off-site facility. This allows the Area personnel easy access and enables excellent communications when problems arise. Requests for Division assistance is normally made through the on-duty sergeant or vehicle theft sergeant located at the off-site facility.
- c. There has been a steady rise in the number of stolen vehicles in Ventura County, especially in the Oxnard area. Division auto theft personnel have been tracking these stolens on the pin map located in the Ventura Area office so Area personnel can be aware of the theft locations.
- d. Contact with the courts and the Ventura County District Attorney's Office is normally handled by the Division Investigators and the local task force members.
- e. The Area Commander and Lieutenants have shown interest in the Area's Auto Theft efforts. Management personnel discuss auto theft issues at Area briefings and training days and emphasize the importance of auto theft prevention and recovery. Area personnel have been allowed to work VENCATT for 30 working-day periods. Several Area officers have also attended the Department's week long Auto Theft Investigator's Course.
- g. Information is disseminated via briefing items.
- h. Officers who have qualified for a 10851 VC Pin are given these at Area training days by the Division Chief, as well as a representative of the Automobile Club of Southern California.

3. Vehicle Identification Number Program

- b. The assigned VIN Officer is Matthew Winter, #17483. Officer Winter has served in this capacity since July 1, 2009. Officer Winter received formal Department training at the CHP Academy in 2009 and also worked with the previous VIN officer for one month prior to his full time assignment. VIN inspections are mostly conducted in the Area office carport, however, on occasion, Officer Winter conducts VIN inspections in the field. Officer Winter has access to the NICB on-line services so

assistance by the Investigative Services Unit is rarely needed. Officer Ronald Erickson, #13555, is the Area's alternate VIN officer and has received the appropriate training.

- c. In an effort to ensure that the public receives every opportunity to have a VIN inspection completed, the Area has changed from an "appointment only" to a "first come, first serve walk-in" policy. This has greatly improved external services and rarely is anyone turned away. These walk-in appointments are conducted weekly, Tuesday, Wednesday, and Thursday. On Mondays and Fridays, Officer Winter schedules "in-field" inspections for those individuals who cannot make it to the Area office for their inspection. This reflects positively on the Area and the Department.
- d. VIN plates are secured in a locked cabinet with the only key maintained by the VIN officer. Quarterly audits are conducted by the Administrative Sergeant and documented accordingly.

4. School Pupil and Farm Labor (SP &FL) Transportation Safety

- b. (3) The School Pupil Transportation Safety Officer currently dedicates 90% of his time to this position and 10% of his time to the Farm Labor Program.
- 5 (a) Every Wednesday between the hours of 0800-1015 hours has been designated as "open testing days." for school bus examinations. These tests are administered by Officer Fernandez, Jr., who also is the proctor and reviews the tests with the applicants.
- h. (2) There are 15 approved stops in the Area.

5. Evidence/Property Control

- a. Officer Tyson Lomenick, 17673, has served in the capacity of the Area's Evidence Officer since March 20, 2007, and is supervised by Administrative Sergeant R. M. Granieri, Jr. The designated Back-up for this position is Officer Russell Carver, #13549.

- f. There are two keys to the evidence/property room. One key is maintained by Officer Tyson Lomenick, and the other is kept in a sealed evidence bag in the Area Commander's office that only he has access to.

6. Collision Investigation Follow-Up

- b. Officer David Wigton, #10171, serves in the capacity of the Area's full time Accident Investigation Review Officer. Officer Wigton has been assigned to his position since July 2004, and is supervised by Administrative Sergeant R.M. Granieri, Jr. The designated back-up for this position is Officer Phillip Meschke, #13674.
- d. In addition to reviewing approximately 250 collision reports per month, Officer Wigton is responsible for numbering the reports, processing and completing required departmental statistics/data reports, and completing a delinquent tracking sheet twice each week.
- j. Officer Wigton occasionally serves in the capacity of the Area Watch Officer (relief) as the need arises.

7. Court Liaison Officer

- b. Officer Jason Sleppy, #17887, serves in the capacity of the Area's Court Liaison Officer. Officer Sleppy is supervised by Administrative Sergeant R. M. Granieri, Jr. The Court Liaison Officer is responsible for filing felony and misdemeanor cases, liaison with the Ventura County District Attorney's Office, follow-up, evidence transport to and from, and subpoena pick-up and return.
- b. The Court Officer position is full time.
- c. The job description was last revised by Administrative Sergeant R. M. Granieri, Jr. in September 2009.
- d. Officers in the field are responsible for completing CHP 735's. Area sergeants are required to remove completed CHP 735's and the attached copies of the officers CHP 415's from the incident report. Sergeants should ensure the time being claimed on the CHP 735 matches the time shown on

the CHP 415. If the time claimed on both of these forms matches, sergeants need to initial and date the lower, right hand corner of the CHP 735. Sergeants are then required to place the approved CHP 735 and the copies of the CHP 415's in the "CHP 735 Box" located in the Sergeants' office.

- e. Yes, beat officers are required to initiate a CHP 735, Incident Response Reimbursement Statement when necessary. Area Stenographer, Irene Apodaca, #A07126, is tasked with maintaining a CHP 735 log.
- f. The Ventura Area has one court that all cases are cited into.
- g. Officer Sleppy occasionally serves in the capacity of the Area Watch Officer (relief) as the need arises.

8. **Asset Forfeiture (AF) Officer**

- p. Protocol for the handing of checks from the District Attorney's Office is handled in accordance with G.O. 100.99.

9. **Specialized Vehicles**

- (1) (a) Operation and Inspection: Officer Matthew Winter, #17483, is responsible for tow truck inspections and tow service agreements (TSA's). Officer Winter is supervised by Administrative Sergeant R. M. Granieri, Jr.
- (1) (b) Officer Winter also serves in the capacity of the Area's VIN officer, dividing his time roughly 40% to Specialized Vehicles and 60% to VIN's. Officer Winter has a well-defined job description which was revised by Sergeant Granieri, Jr., in September 2009. Officer Winter maintains a separate file for each of the tow companies the Area utilizes. Inspections are conducted by Officer Winter and have little impact on his time.
- (4) (e) Officer Winter is responsible for tow truck inspections.
- (4) (h) Officer Winter also coordinates the tow meetings, with the most recent one held in May 1, 2009.

- (4) (j) The Tow Officer drafts a briefing item when it is necessary to inform the patrol officers when a tow truck company is suspended or removed from the rotation tow list. The Ventura Communications Center is also apprised and the CAD is updated accordingly to reflect the suspension.
- (5) (a) Ambulance operations are overseen by Officer Manuel Fernandez, #13943.
- (6) (b) Armored Vehicles are overseen by Officer Fernandez. Inspections are conducted by Officer Fernandez and have little impact on his time.
- (7) Authorized Emergency Vehicles are overseen by Officer Fernandez.

10. **California Resident Foreign Registration (CRFR) Program**

- a. Officer David Webb, #12076, serves as the coordinator of this program. Officer Webb is supervised by Administrative Sergeant R. M. Granieri, Jr. Appropriate time is set aside to handle his duties associated with this assignment.

11. **General Support (Watch Officer)**

- b. Officer Seth Taylor, #16293, serves in the capacity of the Area's General Support (Watch Officer). In addition to violation clearance and normal assistance at the front the counter, the Area Watch Officer handles all overtime assignments and reimbursable services contracts. These overtime assignments are vast and average over 100 per month. Tracking and billing requirements are also handled by Officer S. Taylor with oversight being the responsibility of the Administrative Sergeant.
- c. A well-defined job description was revised in September 2009 by Sergeant R. Granieri, Jr. for this position.
- d. This position is full-time and is not suitable for limited duty assignment due to the complexities of the overtime program coordination.

12. **Area Training Officer**

- b. Officer Tyson Lomenick, #17673, serves in the capacity of the Area's Training Officer. 40% of his time is dedicated to this position.
- c. Officer Lomenick is supervised by Administrative Sergeant R. M. Granieri, Jr.
- d (1) There is a well-defined job description for this position that was revised by Administrative Sergeant R. M. Granieri, Jr., in September 2009.
- g. Officer Lomenick has received departmental training and is currently certified as a PMA and Weapons/Range Instructor. Officer Lomenick is also familiar with the Employee Training Records System and uses it regularly to maintain employee's records.
- m. Officer Lomenick is responsible for all Area departmental training. This is accomplished by providing the scheduling sergeants with a list of the monthly training and those that need to attend. Officer Lomenick is consistently proactive with training, often times developing a training protocol designed to improve/increase officer safety and awareness.
- s. Officer Lomenick occasionally provides relief to the Area Watch Officer for lunch periods. Officer Lomenick handles PAS/PEBT Coordination duties as a collateral assignment. Officer Lomenick is also certified to install child safety seats.

13. **Limited Duty**

- a. When personnel are assigned to Limited Duty status, they are assigned to Administrative Sergeant R. M. Granieri, Jr. who delegates tasks for them to perform within their Limited Duty capabilities. ~~Officer Philip Mesenke, #13674~~ is serving in the capacity as the back-up Accident Review Officer. At this time, the Ventura Area has one officer who is on limited duty status.

14. Special Assignments and Tactical Operations

- d. The Ventura Area officer assigned to this temporary detail is Officer Craig Williams, #16056. Officer Williams will serve in the capacity as an undercover auto theft investigator for VENCATT.
- e. Officer Williams is supervised by CHP VENCATT Sergeant Annie Vaught, #13023.
- f. Officer Williams accounts for his time daily on a CHP 415.
- g. Officer Williams completed a memorandum of interest and was selected for this six month assignment.